



Foundation

THE CLUB'S OFFICIAL CHARITY

Job Description & Person Specification

Title: Community Coach (Casual)

Reports to: Coach Engagement Lead

Based at: Anfield Sports Community Centre, Lower Breck Road, Liverpool L6 0AG

Job Purpose:

To plan and deliver safe enjoyable ability specific coaching sessions that is both structured and progressive.

Salary: Competitive

Key Responsibilities & Accountabilities:

- To deliver multi-sports coaching sessions appropriate to the age and ability of the participants
- To produce and evaluate session plans for all activities
- To undertake dynamic risk assessments
- To adhere to LFC Foundation Safeguarding procedure at all times
- To take payment for activities as appropriate and deliver back to the LFC Foundation with records to back up payments made
- To ensure that all LFC Foundation equipment is in good working order and assembled properly – to report to the Foundation any equipment that needs attention
- To ensure that the LFC Foundation's Codes of Conduct are adhered to at all times
- To keep up to date registers for all activities
- Registration forms collected and processed in line with LFC Foundation data protection policy
- To attend training courses continuing professional development as required

- To adhere to National Governing Body (FA) guidelines
- Any other task which is deemed necessary by the LFC Foundation as it continuously grows

Person Specification	Description	Essential	Desirable
1. Qualifications	• Multi-Sports Level 1	*	
	• Multi-Sports Level 2		*
	• AFPE Level 3		*
	• FA Youth Modules		*
	• Safeguarding & Protecting Children & Vulnerable Adults	*	
	• Emergency First Aid qualification		*
	• Level 1+ in other sports		*
2. Experience	• Planning and delivering multi-sports sessions	*	
	• Coaching children and young people	*	
	• Working within a school setting		*
	• Working with vulnerable children & adults		*
	• Working within an innovative Charity		*
	• Youth Work Experience		*
3. Knowledge	• Understanding differentiation within a session	*	
	• Knowledge in field of Special Educational Needs		*
	• Knowledge of history of Liverpool FC and its traditions and values		*
	• Commitment to Liverpool FC Foundation's mission	*	
4. Technical Competencies	Information Technology		
	• Experience and understanding of Word, Excel, PowerPoint		*
	Communication		
	• Excellent verbal, written and presentation skills	*	
	• Comfortable in working with a wide and diverse range of different people	*	
	• Confident and professional manner at all times	*	
	Analysis and Problem Solving		
	• Use of a methodical approach to isolate problems and define opportunities to provide creative and realistic solutions which meet Foundation's and partner's needs.	*	
• Forward thinking and creative in outlook		*	
5. Core Competencies	Planning & Project Management		
	• Ability to evaluate successes and areas for development		*
	• Plan a structured short, medium and long term plan		*
	Leadership		
	• Transmission of the Foundation's vision to be the "World's Leading Foundation"	*	
	• Highly motivated individual and motivates others	*	
	• Experience of mentoring other staff members		*
	• Strong organisation skills	*	
6. Personal Attributes	• Self-driven and motivated	*	
	• Driven approach ensuring highest quality delivery	*	
	• Flexible	*	
	• Willingness to learn and develop through Continuous Professional Development both internally and externally	*	
	• Positive and professional manner upholding the reputation of LFC Foundation at all times	*	
7. Other	• Full Driving License		*
	• Own Transport		*

	· Role will include evenings and weekend work	*	
8. General Foundation Accountabilities	· To ensure compliance with all relevant Foundation policies, including health and safety policies and safeguarding.	*	
	· The Foundation embraces differences regardless and expects all employees to adhere to our principles of Equality & Diversity as detailed within our Embracing Difference Regardless Policy.	*	
	· To ensure compliance with all relevant legal, regulatory, ethical and social requirements.	*	
	· To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Liverpool Football Club.	*	
	· To keep confidential any information gained regarding the Foundation and its personnel.	*	
	· The post is subject to a satisfactory Criminal Records Check.	*	



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